

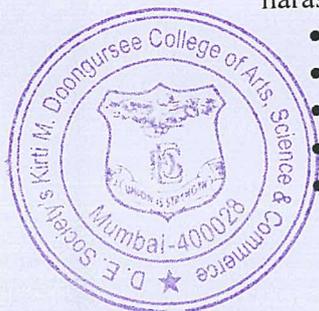
## CODE OF CONDUCT

### D.E. S's Policy Statement and Code of conduct:

**Equal Employment Opportunity:** It is a policy of Deccan Education Society to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Deccan Education Society. Deccan Education Society shall strive to attract, recruit and retain talent in the form of human resources by publicizing various openings at national level through print media and its websites.

- a) **Policy for Divyang Individuals:** Deccan Education Society does not discriminate against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; provided that the person is fulfilling the qualification norms, other eligibility criteria and able to perform the "essential functions and responsibilities" of the job with "reasonable accommodation." Deccan Education Society is committed to accommodate and treat Divyang individuals with highest dignity by providing all the required resources and facilities required for such individuals.
- b) **Drug, Smoking, Alcohol and Tobacco-Free Workplace Policy:** Deccan Education Society firmly believes and promotes the balanced and quality life of every human being. The Society uncompromisingly follows the policy of zero tolerance towards the production, distribution, dispensation, possession or use of alcohol, cigarettes, tobacco and illegal drugs by its employees, students as well as visitors and explicitly declares any such practice as strictly prohibited on its premises. All employees as a condition of employment and all students as a condition of admission to the academic programme must:
- Abide by the Society's policy on prohibited substances; and
  - Inform the appropriate authority if he/she is convicted for possessing / using drugs within seven days of conviction. An employee convicted for offence for drug violation faces a strong disciplinary action which may include termination of employment. A student convicted for such offense shall be expelled from the academic programme he/ she is pursuing. When reasonable cause exists to believe that an employee or a student is under the influence and is impaired by drugs or alcohol on the job, the employee or a student shall be required to undergo a medical test. Smoking on campus is strictly prohibited. An employee found smoking cigarettes or electronic cigarettes or under the influence of drugs or alcohol on the job shall be terminated from the job by following appropriate legal procedure and a student found indulged in such a situation shall be expelled from the academic programme he/ she is pursuing.
- c) **Sexual Harassment:** Sexual harassment of employees or students at the campus of Deccan Education Society is strictly prohibited and offender is dismissed or other disciplinary action is taken in line with the directives given by the Hon'ble Courts and other appropriate authorities from time to time. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing Pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature



  
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Deccan Education Society and all its constituent units are committed to constitute and operate the Internal Complaint Committees to prohibit the instances of sexual harassment and deal with them in case of any such unfortunate instance.

**Soliciting / Canvassing:** Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the premises of Deccan Education Society. All employees are prohibited from indulging in any personal activity utilizing the resources and facilities of Deccan Education Society or any of its units. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise, would be suspended with immediate effect.

### **CODE OF CONDUCT FOR STUDENTS:**

It is incumbent upon students to abide by this Code of Conduct and Professional Ethics and the rights, responsibilities including the restrictions flowing from it.

### **DISCIPLINE**

The student must observe and strictly follow the disciplinary rules and regulations set down by the college from time to time.

Any act of indiscipline or misbehavior by any student will attract punishment as per the rules. The student should follow the academic calendar as per the instructions of the principal of the college. Damage to college property due to negligence/lack of care/malicious action would attract punishment and compensation for the loss caused.

Students shall only use the waste bins for disposing waste materials in classrooms and offices to make the college campus free from plastic and other litter.

Students may not invite any person(s) to the institution/ college to address or participate in any type of event without the prior permission of the appropriate authorities.

Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus. Disciplinary action will be initiated against students indulging in eve-teasing, molestation, ragging, harassment, bullying and any other untoward incidents.

All educational tours or industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents/guardian of the students and with the written consent of the concerned authority.

Any case of criminal activity or violation of law and order in the campus will attract stern action and if need be, reported to the police.

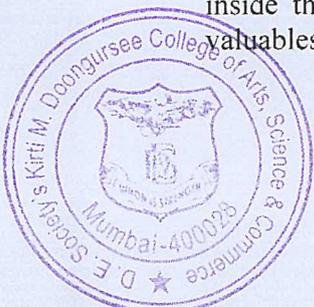
### **I-CARD**

Every student must possess college I-card every day in the campus and while attending lectures and appearing for various examinations. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the college.

### **MOBILE PHONE and ELECTRONIC DEVICES**

The student should switch off their mobile phones while in the classroom, laboratory, library, etc. as per notification.

Mobile phone is strictly prohibited in the exam hall during the examination. Mobile phones/other electronic devices such as smart watches, i-pads, laptops etc. shall not be allowed inside the examination hall. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at student's risk.



  
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## ATTENDANCE

Students should have at least 75% attendance in the Lectures of every subject. If the student is found irregular in attendance, disciplinary action can be taken. A student shall not be permitted to enter the class if he is late.

The student should complete all the practical and term – work such as journals, assignments and projects as per the rules of the Examination section and the rules of the college and university.

## USE OF SOCIAL MEDIA

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institution on the social media or indulge in any such related activities including cyber bullying, or any other activity on social media which may have grave ramifications on the reputation of the college/institute.

## ANTI-RAGGING

Action will be taken against students indulging and abetting in Ragging as per the regulations set down by the University Grants Commission in "Regulations on Curbing the menace of ragging in Higher Educational Institutions, 2009" updated up to the 3<sup>rd</sup> Amendment of 2016, which is displayed on the university website.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments, viz.:

- i) Suspension from attending classes and academic privileges.
- ii) Withholding / withdrawing scholarship / fellowship and other benefits.
- iii) Debarring from appearing in any test / examination or other evaluation process.
- iv) Withholding results.
- v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi) Cancellation of admission
- vii) Rustication from the institution for period ranging from one to all semesters.
- viii) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

## EXAMINATIONS

The rules concerning examinations are notified by the Director, Board of Examinations and Evaluation every semester. The students must strictly follow these rules. The college pursues a zero-tolerance policy concerning violation of examination rules and regulations.



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## **CODE OF CONDUCT FOR TEACHERS AND EMPLOYEES OF THE COLLEGE.**

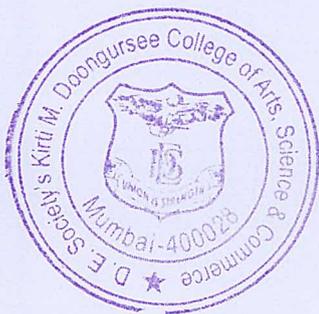
Teachers and employees of the University have to follow the code of conduct as prescribed in Maharashtra Public Universities Act 2016, Statutes, Ordinances and Maharashtra Civil Service Rules (MCSR), the Seventh Pay Commission rules and other regulations prescribed by the government and university. Any violation of the rules will lead to punitive measures as prescribed in these rules and regulations.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar, and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation, and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

## **JOB RESPONSIBILITIES AND DUTIES OF PROFESSOR / HOD**

1. Providing leadership in both postgraduate and undergraduate in the relevant field of specialization.
2. Research and research guidance.
3. Consultancy services.
4. Teaching, including laboratory development and writing of books and monographs.
5. Evaluations of tutorials, assignments, journals, answer papers.
6. Interaction with industry.
7. Continuing education activities.
8. Interaction with other institutions, Universities at state, national and international levels.
9. Organizing seminars, workshops, summer schools, and winter schools for teachers and professionals.
10. Publishing papers in national and international journals.
11. Fellowship of professionals' bodies.
12. Industrial liaising to promote summer and final placements.
13. Review of academic activities of the department periodically.
14. To send attendance records, letters regarding attendance, discipline, and other activities.
18. To organize for accreditation and make presentations to the visiting expert terms.
19. To undertake and implement consultancy projects to identify various funding agencies and harness funds for the development of the department/institutions.



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20. Any other duties assigned by the principal from time to time.

### **JOB RESPONSIBILITIES OF ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR**

1. Teaching and ensuring attendance of students as per university norms.
2. Planning and implementation of instructions received from Head/principal.
3. Student's assessment and evaluation.
4. Developing resource material for teaching and learning.
5. Extension of services to the industry and community.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Students counselling/ mentoring scheme implementation.
9. Publication of research papers, at least one in a semester.
10. Participate at least in one seminar/conference/workshop in an academic year.
11. Examination work about College/ University such as organizing supervision and assessment etc.
12. Arrangement of remedial classes.
13. Upgrading qualifications.

### **JOB RESPONSIBILITIES OF LIBRARIAN**

1. To prepare and issue Library cards to students and staff.
2. To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up on the return of books issued to students and staff members.
4. To maintain a fine collection register and instruct students to deposit the fine.
5. To receive requisitions and issue and receive books from students, staff following complete procedure.
6. To display new arrivals by a photocopy of the cover page of the books and journals
7. To receive international journals and magazines and highlight important articles, news items about education/ institutes and put up to the Principal for information.
8. To update and maintain files of paper cuttings.
9. To compile back volumes of journals and periodicals and arrange for binding and stacking.
10. To see that the library is in a presentable and in tidy condition all the time.
11. To attend to problems of the staff members, if any, and redress the same promptly.
12. To maintain the day-wise records of visits of students/staff faculty members in the library.
13. To display cuttings of newspapers on education /social matters on notice boards.
14. To conduct the meeting of the library committee as per guideline and work as a secretary of the library committee.
15. To compile the requirement of books and periodical periodically and submit to the Principal for further procurement.
16. To take care of library automation and update the same from time to time
17. To carry out the weeding of books from time to time.
19. To undertake regularly binding of the of books which are damaged.
20. To make a report for HOD/section heads books, not at all referred by faculty and students.



  
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## **JOB RESPONSIBILITIES OF ACCOUNTANT**

- 1) To maintain account records about construction work.
- 2) To prepare documents for submission of a six-monthly and annual audit.
- 3) To prepare a budget estimate of the college under the guidance of Principal and Vice-Principal and HOD/section heads take a periodical review of the same.
- 4) To verify bills for payment
- 5) To check the monthly pay sheet
- 6) To check the cash book daily
- 7) To file E-TDS returns
- 8) To maintain all statutory books of accounts such. as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same everymonth.
- 9) To hold custody of receipt books and vouchers
- 10) To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors.
- 11) To control and check the advance register and ensure timely recovery of advances. 12) To Supervise maintenance of all the files and records about the Accounts Section held by Accounts Assistants.
- 13) To receive the record of fees collection from bank counter and maintain its records.
- 14) To notify and collect dues from students and ensure that all fees are collected in the same academic year under the guidance of the Vice-Principal (Administrative).
- 15) To reconciliation of bank statements and fees received.
- 16) To verify bills for payment
- 18) To maintain register for advance and ensure timely settlement of the advances.
- 19) To maintain of all the files duly numbered updated in all respects.
- 20) To prepare monthly paysheet and payments to parties.
- 21) To settle journey claims and advances.
- 22) To prepare TDS statement and submit to Chartered Accountant.
- 23) To type all the letters about section and at the time of emergency typing other work assigned by Office Superintendent and Officers.
- 24) To maintain the fee collection register.
- 25) To maintain cash book and attest the same by Accountant daily and Principal once in a week.
- 26) To ensure writing of the ledger by the cashier.
- 27) To follow up with Social Welfare Office for balance fee payment.
- 28) To receive a record of fee collection from the bank counter and maintains the record.
- 29) Any other duties assigned by the Principal from time to time.

## **JOB RESPONSIBILITIES OF OFFICE SUPERINTENDENT**

- 1) Scrutinize Admission and Eligibility documents and registers of admission.
- 2) Supervise and maintain personal files of staff and faculty.
- 3) Maintaining P.F. accounts.
- 4) Keeping discipline and work schedule of class IV employees.
- 5) Scrutinize attendance register of staff
- 6) Maintain casual leave register.
- 7) Maintain movement register for staff under office administration.



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